

[illegible]

**DEFENSE
FINANCE AND
ACCOUNTING
SERVICE** — ROME



GCSS-Army ★ ★ ★ ★ ★
GLOBAL COMBAT SUPPORT SYSTEM - ARMY



TABLE OF CONTENTS

TAB	TITLE
<u>A</u>	<u>Overview and Introduction</u>
<u>B</u>	<u>Tips for New Users</u>
<u>C</u>	<u>Common Terms</u>
<u>D</u>	<u>Obtaining Funds</u>
<u>E</u>	<u>Executing Funds</u>
<u>F</u>	<u>Reporting on Funds Execution</u>
<u>G</u>	<u>Problem Solving</u>
<u>H</u>	<u>General Information</u>
<u>I</u>	<u>Getting Help</u>

Overview and Introduction



OVERVIEW AND INTRODUCTION

The Global Combat Support System (GCSS)-Army is the U.S. Army's Enterprise Resource Planning (ERP) solution for automating and streamlining its tactical and non-tactical (Directorate of Logistics (DOL)) logistics activities in support of Active Army, National Guard, and the U.S. Army Reserve Components. To that end, the Army's phased implementation began with Wave 1—spanning the 4th Quarter of 2012 through the 4th Quarter of 2014.

Wave 1 will deliver the Finance and Accounting capabilities required to support the Army's Materiel Management and Supply Support Activity. This Book provides helpful information to Resource Managers (RMs) and Army Units that are scheduled to convert to the GCSS-Army System during Wave 1. Specifically, it details three critical activities that form the basis for all Finance and Accounting functions within the GCSS-Army System:

- ***Obtaining Funds***
- ***Executing Funds***
- ***Reporting on Funds Execution***

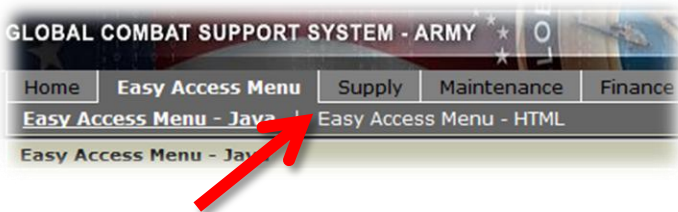
This Book also provides general information about the GCSS-Army System, including common problem-solving techniques, frequently used Transaction Codes and Processes, and references for more extensive training materials.

Tips for New Users



TIPS FOR NEW USERS

- ✓ When you select the **GCSS-Army Easy Access Menu – Java** for the first time, the system will display a *Copyright dialog box*.
- ✓ Click the **Continue button in the lower right corner** of the dialog box to acknowledge this one-time message. **Select Past Field Entries (History)**
- ✓ The Java GUI has the ability to “remember” your recent entries for most fields, allowing you to select entries instead of typing them. You can utilize this feature in two ways:
 1. Click in a field and press **Backspace**.
Your last ten entries for that field will display in a drop-down list.
 2. Click in a field and type a few characters. Previous matching entries will display in a drop-down list.



Access the HTML GUI in the GCSS-Army Portal if the JAVA Software is not loaded or if **you're unable** to access the JAVA GUI.

TIPS FOR NEW USERS (continued)

✓ Be sure to take advantage of opening **multiple sessions/windows** (up to 6) of GCSS-Army to navigate between processes without losing data already entered.

✓ Use **/oXXXX** - Example: **(/ZFSNC5)** to open a new session of another T-Code.

NOTE: Sessions will time out after 15 minutes of no activity.

✓ Most fields allow users to drill-down to another transaction by double clicking or right-clicking and selecting an action or function.

✓ T-Code is a transaction code that a user selects/type-in to execute a GCSS-Army Function/Process.

✓ Use the escape (**Esc**) to stop a transaction in the Java GUI.

✓ Go to T-Code: **SU3** and setup immediate print & your Parameter IDs (**Plant = WRK | SLoc = LAG**) so fields default on most screens.

✓ Setup your **Easy Access Menu favorites** for frequently used T-Codes.

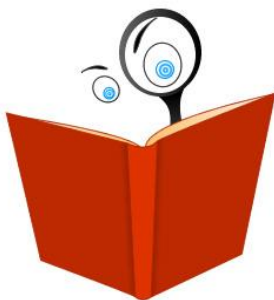
✓ Place your mouse pointer over  **button** icons to see name/action of it.



Display

Note: **XXXX** = insert a transaction code.

Common Terms



COMMON TERMS

Term	Description
Derivation Rules	Derivation rules reduce the amount of data entry that is required, thereby reducing the opportunity for data entry errors.
Application of Funds	Grouping of funds under certain criteria, such as the Department Code (021), the Beginning and Ending year of funding, and the Basic Symbol (2020).
Fund	Contains the same basic data as the Application of Funds (minus Department Code), and adds specific accounting elements representing how the appropriated authority is to be used and for how long (such as Continuing Resolution Authority of Supplemental Funding).
Fund Center	This identifies specific organizational units for budgeting, funds execution, and reporting.
Funds Center Hierarchy	Enables quick grouping of Fund Centers as needed for reporting and comparison purposes.
Commitment Item	Contains a 4-character Object Class/Element of Resource code, to categorize the activity on which the Funds were spent.
Functional Area	This is the further division of Funds into multiple budgets for specific execution; e.g., Maneuver Units (111), Land Forces Operations Support—NTC OPTEMPO (115), Additional Activities—Activities in Support of GWOT (135).
Funded Program	This tracks the execution of funding for specific programs or projects.
Application Link Enabling (ALE)	This is the process used by SAP to link and enable processes between the GFEBS and GCSS-Army Systems.
Level-1 Funding	This is when HQDA receives funds through the Army Budget Office (ABO) and allocates funds to Army Commands (ACOMs) and Direct Support Commands (DSCs): Example 1: ACOM = FORSCOM/CENTCOM Example 2: DSC = NGB/USAR
Level-2 Funding	ACOM loads funds from PBAS into GFEBS
Level-3 Funding	This is when a Fort or a Major Subordinate Command (MSC) receives funds in GFEBS. GFEBS then transfers the tactical logistics funds into GCSS-Army.
Availability Control (AVC)	This is an internal process that verifies that sufficient budget is available for execution (at the level received from GFEBS) before posting a purchase requisition for processing: •Warning message = budget is 75% executed •Error message = budget is 100% executed •Purchase Orders can be placed on hold until funds become available.
Status-of-Funds Report	Used to view spending and available funding to cover new obligations. It shows the AFP, Allotment, Commitment, Obligation, Expenses, Disbursement, Available Allotment, and available AFP for budget objects (including Fund, Fund Center, Commitment Item, Functional Area, and Funded Program).
Budget Report	This shows the current and original budget, returns, supplements, and transfers.

COMMON TERMS

Term	Description
Account Assignment Table (ZACCTASSIGN)	This is a custom data table in GCSS-Army that assigns the cost object to STAMIS requisition. The RM/G8 is responsible for maintaining this assignment table.
Z-PARK	This is used to review and post parked obligations (purchase orders). The Mission Support Element (MSE) and G8 make determinations on the use of Z-PARK.
IDOC	This is an interim document that is created from transactions received via an interface.
Accessorial Charges	These are expenses related to issues, sales, transfers, materiel, including the following: <ul style="list-style-type: none"> •Packing, handling, and crating costs •Transportation Costs •Port Loading and unloading costs •Different fund year on PO and IFB
DoD Document Number/MILSTRIP	14-digit number consisting of the following: <ul style="list-style-type: none"> •DoDAAC (1-6) •Julian Date (7-10) •Serial Number (11-14)
Price Tolerance	This is the allowable variance from the actual price on a Purchase Order: <ul style="list-style-type: none"> •Less than or equal to \$100 for GSA billing •Less than or equal to \$250 for all other sources.
Turn-In/Depot-Level Repairable (DLR)	This occurs when a Unit receives a replacement part and sends original part back to AWCFS SSA.
Unmatched Collection	This occurs when a credit from National fails to match a Accounts Receivable (AR) for an expected credit.
Expenses	This is the sum of disbursements and increases in accounts payable.
Disbursements	These are actual payments of legal liabilities of the U.S. government.
Available Allotment	This is the balance available to spend for a given allotment period.
Available AFP	This is the balance of the annual funding level.
GR/IR Account	This is a liability account used to keep track of differences between goods receipts and invoice receipts for purchase orders.
Parked Purchase Order	This is a purchase order that has been received from a STAMIS into GCSS-Army that has not yet been posted. A parked PO is <u>not</u> an obligation until it has been posted.
Posted Purchase Order	This is a purchase order that has been reviewed, checked for available funding, and approved (posted).
Work Breakdown Structure	Cost object with a Sales Order that maintains an organization's line of accounting, along with other project related, information

COMMON TERMS

Term	Description
Cost Transfer	This is an adjusting accounting entry to transfer expenses within or between cost objects.
XBR	This is a cross-functional business process document that contains reference materials needed to perform a process/function in GCSS-Army.
FE	Force Element (40000177) - or UIC
Material Master	Catalog (FEDLOG)+
Material Number	NIIN
MRP	Material Requirements Planning
MRP Area _P	(40000177_P) - Provisions – Similar to a DODAAC
MRP Area _S	(40028594_S) - Stock - Where equipment is maintained
P_Sloc	Provisional Storage Location (W501)
PGI	Post Goods Issue
PGR	Post Goods Receipt
Plant	2000 or 2001 (OMA / AWCFC)
PO	Purchase Order
PR	Purchase Request
Release Strategy	Where flagged orders are reviewed - like the old Manager Review File (MRF)
Supersession Chain	Related NIINs (Material No.) similar to I&S
TO	Transfer Order (WM Management)
zPark	Financial Hold to Review, Reject, or Release (Before funds are obligated)
T-Code	Transaction Codes within GCSS-Army that are used to execute business processes
Batch	Condition Code (A) /Shelf Life (A000000000)
Equipment Master	Asset or Component
SUPL	Additional supplements
RETN	Returns
GASD	Allotment to GCSS-Army.
GARV	Allotment from GCSS-Army.
Obligation Status	This track the location and value of obligations through the GCSS-Army process using FM Value Type and FM Amount Type.
Spending Chain	A connected sequence of supply chain (SC)/logistics events that have financial and budgetary impact on a GCSS-Army Unit. The sequence of SC events in GCSS-Army is generally as follows: •Obligation (purchase order) •Expense (goods receipt) •Disbursement (cleared invoice)

Obtaining Funds



OBTAINING FUNDS FOR STANDARD OPERATIONS WITHIN GCSS-ARMY

Become familiar with the following points before proceeding.

- ❖ All Funds Transfer (FMBB Transactions) to—and from—GCSS-Army occur in the GFEBS System—regardless of the “Sender” or “Receiver” of those Funds. The FMBB Process is the primary Transaction Code for performing all Funds Transfer (to-and-from GCSS-Army).
- ❖ When **Distributing** funds to GCSS-Army, the **Sender** must **always** be **GFEBS** (denoted by the Commitment Item “**ALLOBJ**”); and the **Receiver** must **always** be **GCSS-Army** (denoted by the Commitment Item “**ALLOBJ-G**”).
- ❖ When **Withdrawing** Funds from GCSS-Army, The **Sender** must **always** be **GCSS-Army** (denoted by the Commitment Item “**ALLOBJ-G**”); and the **Receiver** must **always** be **GFEBS** (denoted by the Commitment Item “**ALLOBJ**”).
- ❖ Every type of Funds Movement for GCSS-Army must indicate (in the GFEBS Systems) the transaction type as a “transfer.”
- ❖ To avoid processing or system errors, users must pay particular attention to the following attributes for a given transfer activity for GCSS-Army: *Level of Funding; Sender; Receiver; Type of Transaction; Version Number; Document Type; Fund; Budget Type; Fund Center; and Funded Program.*

The matrix on the following pages presents additional details on the required data elements for all known Funds Transfer scenarios for GCSS-Army.

Reference Matrix – FMBB ALE Process for GCSS-Army

Type of Transfer	Fund Level	To	From	Type Transaction	Ver	Doc Type	Fund	Bud Type	Fund Ctr	Funded Program	Comm Item	Funct Area
AFP - Distribution all years & Direct Charge	3 or 4	GFEB	GCSS-A	Transfer	1	GASD	202010D14	4610	A57HD	ARMY	ALLOBI to ALLOBI-G	Examples:111, 135
AFP - Withdrawal all years and Direct Charge	3 or 4	GCSS-A	GFEB	Transfer	1	GARV	202010D14	4610	A57HD	ARMY	ALLOBI-G to ALLOBI	Examples:111, 135
Allot Distribution current year	3 or 4	GFEB	GCSS-A	Transfer	0	GASD	206510D14	4611, 4612, 4613, 4614	A18VJ	ARMY	ALLOBI to ALLOBI-G	Examples:111, 135
Allot Withdrawal current year	3 or 4	GCSS-A	GFEB	Transfer	0	GARV	206510D14	4611, 4612, 4613, 4614	A18VJ	ARMY	ALLOBI-G to ALLOBI	Examples:111, 135
Allot Distribution prior year	3 or 4	GFEB	GCSS-A	Transfer	0	GASD	202010D12	4650	A76CC	ARMY	ALLOBI to ALLOBI-G	Examples:111, 135
Allot Withdrawal prior year	3 or 4	GCSS-A	GFEB	Transfer	0	GARV	202010D12	4650	A76CC	ARMY	ALLOBI-G to ALLOBI	Examples:111, 135
Allot Dist Curr Yr Procurement	4	GFEB	GCSS-A	Transfer	0	GASD	203330D12	4610	A76CC	ARMY or WBS S.000345.02.01	ALLOBI to ALLOBI-G	BZ8889A
Allot Withdraw Curr Yr Procure	4	GCSS-A	GFEB	Transfer	0	GARV	203330D12	4610	A76CC	ARMY or WBS S.000345.02.01	ALLOBI-G to ALLOBI	BZ8889A
Allot Dist Prior Yr Procurement	4	GFEB	GCSS-A	Transfer	0	GASD	203330D12	4650	A76CC	ARMY or WBS S.000345.02.01	ALLOBI to ALLOBI-G	BZ8889A
Allot withdraw PY Procurement	4	GCSS-A	GFEB	Transfer	0	GARV	203330D12	4650	A76CC	ARMY or WBS S.000345.02.01	ALLOBI-G to ALLOBI	BZ8889A

FINANCE SMART BOOK

Reference Matrix – FMBB ALE Process for GCSS-Army (cont.)

Type of Transfer	Fund Level	To	From	Type Transaction	Ver	Doc Type	Fund	Bud Type	Fund Ctr	Funded Program	Comm Item	Funct Area
AFP Dist RTD&E FY13 and beyond	3 or 4	GFEB	GCSS-A	Transfer	1	GASD	204020013	4610	A76LL	ARMY	ALLOBI to ALLOBI-G	665326312
AFP withdrawal RTD&E FY13 and beyond	3 or 4	GCSS-A	GFEB	Transfer	1	GARV	204020013	4610	A76LL	ARMY	ALLOBI-G to ALLOBI	665326312
Allot Dist RTD&E FY12 and forward	3 or 4	GFEB	GCSS-A	Transfer	0	GASD	204020012	4610 or 4650 PY	A76LL	Army or WBS S.000546.02.01	ALLOBI to ALLOBI-G	665326312
Allot withdrawal RTD&E FY12 and forward	3 or 4	GCSS-A	GFEB	Transfer	0	GARV	204020012	4610 or 4650 PY	A76LL	Army or WBS S.000546.02.01	ALLOBI-G to ALLOBI	665326312
Allot Dist RTD&E FY11 and Prior	3 or 4	GFEB	GCSS-A	Transfer	0	GASD	204020011	4650	A76LL	Army or 3-digit Project # 345	ALLOBI to ALLOBI-G	665326
Allot withdrawal RTD&E FY11 and prior	3 or 4	GCSS-A	GFEB	Transfer	0	GARV	204020011	4650	A76LL	Army or 3-digit Project # 345	ALLOBI-G to ALLOBI	665326
Allot Dist Curr Yr Direct Charge	3 or 4	GFEB	GCSS-A	Transfer	0	GASD	202010014	4611, 4612, 4613, 4614	A57AM	WBS S.0005.03.01	ALLOBI to ALLOBI-G	Examples:111, 135
Allot withdrawal Curr Yr Dir Charge	3 or 4	GCSS-A	GFEB	Transfer	0	GARV	202010014	4611, 4612, 4613, 4614	A57AM	WBS S.0005.03.01	ALLOBI-G to ALLOBI	Examples:111, 135
Allot Dist Curr Yr Reimburse WBS	3 or 4	GFEB	GCSS-A	Transfer	0	GASD	202010014	4611, 4612, 4613, 4614	A76CC	WBS R.00345.02.01	ALLOBI to ALLOBI-G	Examples:111, 135
Allot withdrawal Curr Yr Reimb WBS	3 or 4	GCSS-A	GFEB	Transfer	0	GARV	202010014	4611, 4612, 4613, 4614	A76CC	WBS R.00345.02.01	ALLOBI-G to ALLOBI	Examples:111, 135

Keys to Obtaining Funds for Procurement and Research Appropriations

FM ALE Process Matrix – Procurement & Research Appropriations

Appropriation	Fiscal Year	AFP Required?	FM ALE Process
2010	All	Yes	Standard
2020	All	Yes	Standard
2060	All	Yes	Standard
2065	All	Yes	Standard
2070	All	Yes	Standard
2080	All	Yes	Standard
0100	All	Yes	Standard
2033	All	No	Procurement
2035	All	No	Procurement
2040	12 and Prior	No	Research
2040	13	Conditional If under CR*: Yes Otherwise No	Research

**CR – Continuing Resolution. Please note that this table is for general guidance.*



Procurement Appropriations

- ✓ Annual Funding Program (AFP) is not required.
- ✓ Budget Type is 4610
- ✓ Functional Area is SSN

Research Appropriations

- ✓ AFP is required only during Continuing Resolution for FY13 and beyond.
- ✓ Budget Type is 4610 for current-year allotment; and 4650 for expired-year allotment
- ✓ Functional Area is APE/PT

Keys for Establishing WBSs, Sales Orders, and Direct-Fund Charges for GCSS-Army

- ❖ Prior to funding a WBS Element, users must first determine if the funding is for a reimbursable or a direct-charge.
- ❖ A Reimbursable requires a Sales Order and a WBS in GFEBS—and a separate WBS must be created in GFEBS for use in GCSS-Army (at the G10 Line).
- ❖ The GFEBS WBSE must be the **“parent,”** and the GCSS-Army WBSE must be the **“child.”**
- ❖ A Reimbursable WBS requires an allotment when the Funded Program is a GCSS-Army WBS for an “A” fund (202010A13)—**no AFP is required in this case.**
- ❖ A Direct-Fund Charge requires that a WBS be created in GFEBS for use in GCSS-Army and must include an AFP.
NOTE: A separate WBS is not necessary for Direct Charges—since the same WBS will/can exist in both GFEBS and GCSS-Army.
- ❖ For Direct-Fund Charges, AFP at Functional Area = 111, 135, etc. and the Funded Program is “ARMY.”
- ❖ For Direct-Fund Charges, Allotment is at Functional Area = 111, 135, etc., and the Funded Program is the applicable WBS.

Keys for Creating a WBS in GFEBS—for GCSS-Army

- ❖ Users must create a WBS as prescribed in GFEBS; however, the GCSS-Army “Indicator” must be checked—in order to assign the WBS to a GCSS-Army activity. This “Indicator” is located under the “Customer Enhancement” Tab/“Additional Fields” sub-tab using the CJ20N Transaction Code.
- ❖ A Reimbursable requires a Sales Order and a WBS Element in GFEBS; and a separate WBS must be created in GFEBS for use in GCSS-Army (at the G10 Line).
- ❖ For Direct Charges, users must ensure that the WBS is “Released/Funded,” and that the “Acct assist elem” box is checked.
- ❖ For Reimbursables, users must ensure that the “Operative Indicators” are checked.



Keys for Creating a GCSS-Army Sales Order in GFEBS

Automatic Reimbursables

- ❖ Users must create a WBS as prescribed in GFEBS; however, the Material will be G10 for GCSS-Army—and R10 for GFEBS.
- ❖ A Reimbursable requires a Sales Order and a WBS Element in GFEBS; and a separate WBS must be created in GFEBS for use in GCSS-Army (at the G10 Line).
- ❖ For Direct Charges, users must ensure that the WBS is “Released/Funded,” and that the “Acct assist elem” box is checked.
- ❖ For Reimbursables, users must ensure that the “Operative Indicators” are checked.

Funded Reimbursables

- ❖ Users must first create the R10 Line—for GFEBS; and then return to the Sales Order (using the VA02 Transaction Code) to create the G10 Line—for GCSS-Army.
- ❖ Prior-year obligations associated with funded reimbursable authority will be kept in the prior-year; i.e., WBS will use the prior-year fund.
- ❖ Resource Managers must have prior-year authority in order to create a WBS with a prior-year fund.

Existing Sales Orders

- ❖ When using an existing Sales Order in GFEBS (that is, and R10 Line already exists), users must create a new WBS for establishing the G10 Line.
- ❖ The existing R10 Line in the Sales Order should be reduced, with a new G10 Line created to reference the WBS.

Executing Funds



EXECUTING FUNDS IN GCSS-ARMY

- ❖ The primary tool for executing funds or conducting daily operations within GCSS-Army is ZPARK.
- ❖ ZPARK “parks” purchase orders into a financial hold status. Parked purchase orders do not obligate funds until they are posted.
- ❖ ZPARK is utilized to ensure best use of limited resources and to limit spending to available budget. The decision can be made to turn it on or off whenever deemed necessary.
- ❖ Enables timely execution of orders and allows funds availability check for obligations that result from releasing (posting) orders.
- ❖ Users have the option to process multiple orders simultaneously by applying sorts and filter to group similar requirements.



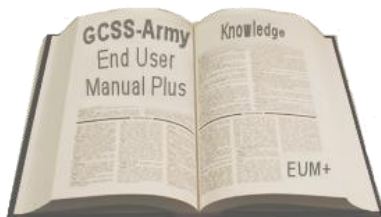
Report Customization

- ❖ Selection criteria are used to narrow down report results. Frequently used selection criteria can be saved as a *variant* for quick and easy reuse later. Variants are pre-configured parameters to achieve a desired data set (i.e. all parked purchase orders over \$500, all parked purchase orders with requirement priority 2, etc.)
- ❖ Reports can be customized and saved as a *layout*. Layouts are predetermined arrangements of data that is generated for a given report.
- ❖ Reports can be exported to excel for sharing and analysis in determining what to post.

Helpful Tips for Funds Execution in ZPARK

- ✓ Set up initial variant for all SLOC's for your MRP Areas
- ✓ Run and post several times a day to prevent perceived "supply constraint" concerns
- ✓ Check available funds *before* posting to prevent error messages
- ✓ Know your customers by SLOC, not DODAAC
- ✓ Set up variants and save them for future use to achieve desired data sets
- ✓ Use subtotals in initial variant to assist in determining other selection criteria such as priority, functional area or funded program

For additional information on execution in ZPARK, please consult the GCSS-Army End-User Manual



End User Manual Plus! An all-in-one End User Manual with Instruction, Cue Cards and Simulations!

Reporting on Funds Execution



Reporting on Funds Execution for GCSS-Army

Become familiar with the following points before proceeding.

- ❖ All Funds that have been transferred to GCSS-Army will be displayed in the Status-of-Funds (SoF) Report—using the Transaction Code ZFSNC1, ZFSNC2, ZFSNC3, or ZFSNC5.
- ❖ For GCSS-Army activities, the SoF is located at the “ALLOBJ-G” Commitment Item level. GFEBS AFP and Allotment will be at the “ALLOBJ” Commitment Item level.
- ❖ For reporting purposes, AFP must always equal allotment—with the exception of reimbursable transactions, which do not send over any AFP to GCSS-Army. In this case, users will find that the allotment is higher than AFP for “ALLOBJ-G.”
- ❖ When viewing reports for GCSS-Army funds execution, users must pull the “source system” into the Business Intelligence (BI) SoF report. The GCSS-Army execution data can be viewed where the “source system” is labeled as “GCSS-Army.”
- ❖ When viewing execution data for GCSS-Army AFP and Allotment, users must pull the “commitment item” into the BI SoF report. The GCSS-Army AFP and Allotment can be viewed where the “Commitment Item” is labeled as “ALLOBJ-G.”
- ❖ To viewing both AFP/Allotment and Execution in a single report, users must pull both the “Source Systems” and the “Commitment Item” into the GFEBS BI SoF.

The following pages contain a list of key Finance Reports—along with a full listing of the most commonly used Transaction Codes for reporting on Funds Execution for GCSS-Army.

Key Finance Reports for GCSS-Army

BUSINESS INTELLIGENCE REPORTS

TYPE OF REPORT	DESCRIPTION
Price Change Report	Allows user to view projected price changes. This report is used during cutover and during Year end close
Goods Receipt Status Report	This report shows all GR (Goods Receipts) against each PO (by DOD Document Number in future) and the missing IR (Invoice Receipts).
Invoice Receipt Status Report	This report shows all IR (invoice Receipts) against each PO (by DOD Document Number in future) and the missing GR (Goods Receipts).
Purchase Order Status History Report	This report shows all statuses received against individual PO's. Additionally, the report can be used to generate a listing of all open PO's for use in reconciliations with LOG.
Credit Status Report	Used to display all turn-in documents and their expected credits; records with open credits awaiting IFB, and received credits. Can be used to determine where credits are due-in.
Cost Driver Reports: -Commitment Detail -Obligation Detail -FMZ1 Detail	Used to determine top spending areas; spending by DODAAC; and spending by various other criteria.



COMMON FINANCE TRANSACTION CODES

TRANSACTION CODE	DESCRIPTION
FAGLL03	This T-Code is used for the reconciliation of GL Accounts
FB03	This displays Purchase Orders and Stock Transport Orders (STO) documents
FB05	This T-Code is used to Clear unmatched transactions (UMTs)
FB08	This is used to reverse transactions
FB60	used by DFAS to enter vendor invoices -- for clearing transactions/records
FBL5N	This is used to generate an "Expected Credit Report"
FBRA	This is used to reset cleared items - part of clearing UMTs
FBV2	This provides a list of "parked" documents
FMZ1	This T-Code is used to create earmarked documents; e.g. creating a PO for walkthroughs/e-Commerce
FMZ2	This is used to change earmarked documents
FMZ3	Displays earmarked documents
ME23N	Displays a PO or Stock Transport Order (STO)
ME2N	Displays purchasing documents by document number
MIR0	This is used to enter incoming invoices
ZPROSTAT	This T-Code displays Purchase Orders
ZRFSC1	This shows a cumulative reimbursable status-of-funds by fund center
ZRFSC2	This shows a cumulative reimbursable status-of-funds by functional area
ZRFSNC1	This shows a cumulative reimbursable status-of-funds by fund center
ZRFSNC2	This displays a non-cumulative reimbursable status-of-funds by functional area
ZSFI_1081	This is used for 1081 correction process
FMAVCR02	Provides a view of funds availability at the Functional Area or WBS level.

COMMON FINANCE TRANSACTION CODES

TRANSACTION CODE	DESCRIPTION
YOGRIR	Provides a record of all open GI/IR transactions--ECC
ZACCTASSIGN	This is used to maintain Account Assignment Tables for all Structures. It is used to set up a Unit's financial structure for funding and execution in GCSS-Army (SAP)
ZACCTASSIGNX	Displays records for Account Assignment Tables
ZFMFG_E_TRANS_REG	This is a register of transaction records by FY and Period
ZFSC1	This provides a cumulative Status-of-Funds by Fund Center
ZFSC2	This displays a cumulative status-of-funds by functional area
ZFSC3	This displays a cumulative status-of-funds by funded program
ZFSC4	This displays a cumulative status-of-funds by Fund Center (Summary Selection)
ZFSC5	This displays a cumulative status-of-funds by Fund Center (Details at all levels)
ZFSNC1	This shows a non-cumulative status-of-funds by Fund Center
ZFSNC2	This displays a non-cumulative status-of-funds by functional area
ZFSNC3	This shows a non-cumulative status-of-funds by funded program
ZFSNC4	This displays a non-cumulative status-of-funds by Fund Center (Summary Selection)
ZFSNC5	This displays a non-cumulative status-of-funds by Fund Center (Details at all levels)
ZFSNC6	This displays a non-cumulative status-of-funds by functional area group (Summary selection)
ZPARK	This is used to hold Purchase Requests of Purchase Orders for subsequent posting.



Problem-Solving
















Problem Solving

Problem/Error	Root Cause	Resolution
ALE Process Fails.	This is most likely an IDOC error. GCSS-Army only receives funds from GFEBS.	Reverse the transaction in GFEBS and resubmit. If this fails after two (or three?) attempts submit a HDT to GFEBS.
DODAAC does not exist.	DODAAC was never on conversion list or is new to GCSS-Army.	Add new DoDAAC to ZACCTASSIGN and submit a HDT to have it loaded into FMDERIVE. Once completed user should be able to create orders for the added DODAAC.
ZPARK records error with "insufficient funds"	When the insufficient funds errors appear while posting ZPARK transactions, it means that either the CFC is incorrect or that there are insufficient funds available in the Fund being cited.	Check the CFC--then Check SOF for funds availability. Additional funds may be required for both AFP and Allotment. Once done re-post in ZPARK. Ensure that the CFC is correct. If not, cancel PO and re-enter with correct CFC.
Fuel UMD Errors	The preponderance of Fuel UMD/UMC errors are due to continued utilization of fuel cards assigned to DODAAC's that have been converted into GCSS-Army.	GCSS-Army does not process fuel transactions. Fuel UMDs result from misaligned DoDAACs. All Fuel Cards must be reprogrammed to a GFEBS DoDAAC. For the existing UMDs, user must create FMZ1 and reprocess the UMD to clear the error.
UMDs in GFEBS with matching obligations in GCSS-Army	Due to Interfund bill being released but not posting to the accounting system to liquidate the obligation--prior to conversion.	Proactive data cleansing--prior to conversion to GCSS-Army. There are multiple options for resolving this error: 1. For FMZs, de-obligate the affected transactions in GCSS-Army and re-obligate them in GFEBS. Users may also perform a 1081 to move disbursement from GFEBS to GCSS-Army. 2. For POs, perform a 1081 to move the disbursements from GFEBS to GCSS-Army.
POs that do not close	This usually occurs when Goods Receipts or Interfund Bills are missing	Run the YOGRIR report to identify the problem (GRs or IFBs). 1. For missing GRs, the Logistician needs to post a corresponding GRs. 2. For missing IFBs, RM needs to contact the source of supply to request billing.
Orders/Orphans that will not post due to unfunded WBS	Allotment was not transferred at the "Funded Program" level.	Ensure that when moving Allotment for a funded program, the funds are distributed to the WBS (or Funded Program)--as opposed to "Army."

















General Information



COMMON ICONS

HTML	JAVA
Execute	
Enter (key)	
Back	
Delete	
Dynamic selections	
Local file...	
Display	
Display/Change	
Change	
Get Variant...	
Details	
Choose	
Overview	

COMMON ICONS

HTML	JAVA
Expand	  
Create	
More... (More tabs)	
Save	
Sort in Ascending Order	
Sort in Descending Order	
Refresh Data	
 (Drop Down)	
(Print)	
Print preview	
SAP Business Workplace	
(Send via E-Mail)	
Set filter	

GREENWICH MEAN TIME (GMT) CONVERTER

GCSS-Army date/time stamps are logged using the GMT clock.
Below is a table to easily translate system time to your location time:

SYSTEM TIME	EDT	EST / CDT	CST / MDT	MST / PDT	PST
0000	8:00 PM	7:00 PM	6:00 PM	5:00 PM	4:00 PM
0100	9:00 PM	8:00 PM	7:00 PM	6:00 PM	5:00 PM
0200	10:00 PM	9:00 PM	8:00 PM	7:00 PM	6:00 PM
0300	11:00 PM	10:00 PM	9:00 PM	8:00 PM	7:00 PM
0400	Midnight	11:00 PM	10:00 PM	9:00 PM	8:00 PM
0500	1:00 AM	Midnight	11:00 PM	10:00 PM	9:00 PM
0600	2:00 AM	1:00 AM	Midnight	11:00 PM	10:00 PM
0700	3:00 AM	2:00 AM	1:00 AM	Midnight	11:00 PM
0800	4:00 AM	3:00 AM	2:00 AM	1:00 AM	Midnight
0900	5:00 AM	4:00 AM	3:00 AM	2:00 AM	1:00 AM
1000	6:00 AM	5:00 AM	4:00 AM	3:00 AM	2:00 AM
1100	7:00 AM	6:00 AM	5:00 AM	4:00 AM	3:00 AM
1200	8:00 AM	7:00 AM	6:00 AM	5:00 AM	4:00 AM
1300	9:00 AM	8:00 AM	7:00 AM	6:00 AM	5:00 AM
1400	10:00 AM	9:00 AM	8:00 AM	7:00 AM	6:00 AM
1500	11:00 AM	10:00 AM	9:00 AM	8:00 AM	7:00 AM
1600	Noon	11:00 AM	10:00 AM	9:00 AM	8:00 AM
1700	1:00 PM	Noon	11:00 AM	10:00 AM	9:00 AM
1800	2:00 PM	1:00 PM	Noon	11:00 AM	10:00 AM
1900	3:00 PM	2:00 PM	1:00 PM	Noon	11:00 AM
2000	4:00 PM	3:00 PM	2:00 PM	1:00 PM	Noon
2100	5:00 PM	4:00 PM	3:00 PM	2:00 PM	1:00 PM
2200	6:00 PM	5:00 PM	4:00 PM	3:00 PM	2:00 PM
2300	7:00 PM	6:00 PM	5:00 PM	4:00 PM	3:00 PM

GCSS-ARMY DOCUMENT NUMBERS

*All SAP document numbers consist of ten digits.
The first two identify the type of document.*

FIRST TWO DIGITS	DESCRIPTION
00	Transfer Order (TO)- Internal SSA movement that moves an item from bin to bin within the warehouse (SSA)
10	Purchase Requirements (PR)- Request for a material pending release
18	Inbound Delivery (IBD)- Created against a document when an item is shipped
71	Unit Request or Turn in (STO)- Customer Order requesting supplies or turning in supplies
45	Standard Purchase Order (PO) SSA or dedicated customer order
80	Outbound Delivery (OBD)- Created against a document when you have a due out at SSA or Customer turn-in
60	Property Book Purchase Requisition (PR)- Property Book dedicated order
22	Property Book Purchase Order (PO)- Property Book dedicated order
Material Documents	
49	Inventory Loss
50	Inventory Gain

STORAGE TYPES

Interim Storage Type (ISTs)	Description
<i>Interim Storage Types identify a specific incomplete process between receiving, storing, and issuing.</i>	
902	Receipts automatically go to ST Type 902 with bin (Material doc #)
916	This is the outbound bin. All items going to 916 are outbound to customers or the DOL.
922	Posting Changes
999	Inventory Clearance. All inventory posts that are differences go to 999 for research.
NTF	Turn-ins go to NTF then an OBD is created to send them to the DOL automatically.
XXX	Overflow. If putting away to Pick/Putaway Storage Type and it is full it will go to overflow.
ZZZ	Research bin. Differences on items that are short/ over during picking of TO's go here.

NOTE: Stock cannot be issued out of ISTs: ZZZ, XXX, YYY, NTF, 922, or 999.

Physical Storage Type	Description
<i>Physical Storage Types segregate materials by characteristic</i>	
CON	Container Storage
DRW	Drawer Storage
HAZ	Hazardous Storage
PLT	Pallet Storage
PSU	Physical Security Unit Storage
RAK	Rack Storage
SHF	Shelf Storage
TYR	Tire Storage
VAN	Van Storage
YRD	Yard Storage
WEP	Weapons Repair Part Storage
YYY	New Material (New Mat'l)

COMMON MOVEMENT TYPES(ZMB59)

SSA Movement Types (Plant 2001)	Description
101	Goods Receipt from a Vendor
102	Reversal of Goods Receipt
161	Post Goods Issue to DOL for turn ins
309	Transfer Posting of material for batch changes (Condition Code change)
501	Found On Installation (FOI)
561	Conversion Document
643	Post Goods Issue to customers
644	Post Goods Issue Reversal
711	Inventory Loss
712	Inventory Gain
901	Goods Receipt of a customer turn-in
906	Goods Receipt of a customer turn-in (Wave 1)

Note: Movement types are the reason for inventory changes shown in ZMB59

Customer Movement Types (Plant 2000)	Description
101	Goods Receipt from the SSA (Wholesale for dedicated orders)
261	Post Goods Issue to a job
262	Unserviceable return to stock for recoverable items
309	Transfer Posting of material for batch changes (Condition Code change)
311	Movement of stock from SLOC to SLOC (Plant 2000)
501	Found On Installation (FOI)
643	Post Goods Issue for turn in to SSA
701	Inventory Loss
702	Inventory Gain

RECEIVING SECTION – REASON FOR MOVEMENTS

Processing Goods Receipts from AIT must stop when items are found to be damaged. All items for the affected inbound Delivery/PO must be processed using transaction code MIGO. Assign separate Reasons for Movement for both serviceable and unserviceable items.

Goods Receipting Damaged Items			
Movement Type	Reason for Movement	Reason for Movement Description	Possible Condition Codes
101	101	Not Identifiable	L
101	260	Damaged	F, H, L
101	261	Damaged with ROD	F, H, L
101	262	Damaged without ROD	F, H, L
101	360	Serviceable	A, B, C



TURN IN SECTION – DESTINATION FLOWS

A turn-in is assigned a source storage type of 902 and a source bin of 4TURNIN.

Source Storage Type: 902

Source Bin: 4TURNIN

The destination of the turn-in is dependent upon the condition code, storage strategy, and requirements for the material.

	Storage Strategy Assigned	No Storage Strategy	Damaged Material	Retrograde	Cross Dock to Issue Section
Condition Code	A, B, C	A, B, C	F, H, L	A, B, C	ALL
Destination Storage Type	WHSE Storage Type (RAK, DRW, etc)	YYY	NTF	NTF	916
Destination Bin	WHSE Bin (WCDCA, WDCDB, etc)	New Mat'l	Retrograde	Retrograde	80xxxxxxx (Outbound Delivery No.)



TURN IN SECTION – REASON FOR MOVEMENTS

Turn-In with DoD Document

Movement Type	Reason for Movement	Reason for Movement Description	Possible Condition Codes
501	242	Turn-In	A,B,C,F,H,L
501	244	Duplicate	A,B,C,F,H,L

NOTE: Turn-ins and Duplicate Receipts require a DoD Document number

Turn-In Without DoD Document

Movement Type	Reason for Movement	Reason for Movement Description	Possible Condition Codes
501	243	Found on Installation	A,B,C,F,H,L
501	245	Wrong Item	A,B,C
501	246	Invalid Sub w/ROD	L Only
501	247	Invalid Sub without ROD	L Only

NOTE: FOI, Wrong Items, and Invalid Substitutes do not require a DoD Doc Num.



Getting Help



GETTING HELP

Functional

1. End User Manual Plus.
2. Existing support structure. Your structure will be your first source for functional problem resolution
3. **Collaboration forums.**
 - a. MILBOOK Lead User Forum
 - b. CASCOS SKN

Technical

GCSS-Army Help Desk

1. Problems with functions: Contact the Help Desk directly.
2. Access issues: Contact your local System Access Administrator:

- a. Primary: _____
- b. Alternate : _____

3. Help Desk Contact Information:

- a. Phone: Commercial...804-734-1051
DSN.....687-1051
Toll free.....1-866-547-1349

b. E-Mail: us.army.lee.sec.mbs.lee-seclee-cso@mail.mil

c. Web: <https://s4if.lee.army.mil> Attach screen shots if available.

FINANCE SMART BOOK



GCSS-ARMY EUM+

The End-User Manual Plus (EUM+) portal provides current GCSS-Army support materials, including: transaction simulations, job aids, documentation, and other training and support materials.

For EUM+ access outside of GCSS-Army Portal, Go to <https://www.gcss.army.mil>, select the Training Tab, then select Familiarization Training - Web Based Training.

You can select either the link for [End-User Manual Plus \(.MIL\)](#) or click on the EUM+ picture



[Home](#)

End User Manual+

[New This Week](#)

Warehouse Operations

Unit Supply

Property Book

Material and Execution Management

Maintenance

Technical Support

Search All EUM+ Material

GLOBAL COMBAT SUPPORT SYSTEM - ARMY
GCSS-ARMY

Click any button for a list of options.

DRM-G8

DFAS

DUA

[Contact Help Desk](#)

GCSS-Army
GLOBAL COMBAT SUPPORT SYSTEM - ARMY